

**EASTERN CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY**

**BUILDINGS & GROUNDS PATROL OFFICER  
FOUR (4) POSITIONS**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** PUBLIC  
**Location:** Willimantic, CT  
**Job Posting No:** 110168, 110169, 110171, 110173  
**Hours:** Must be available to work all shifts, holidays and weekends  
**Salary:** PS – 05 - \$39,054 - \$52,409.  
**Closing Date:** November 7, 2014

**Duties include but are not limited to:** Enforces regulations related to parking and traffic control as established by assigned agency; directs traffic on state property; issues tickets for violations; gives information and assistance to visitors; guards entrances and exits to prevent trespass, vandalism, theft and other violations; performs routine vehicle and foot patrol duty and monitors security and alarm systems to detect theft and other criminal acts; provides security escorts; provides first aid when necessary; performs dispatching and record keeping functions at a desk post; at an agency or institution, may oversee the activities of fellow officers as designated.

**Minimum Qualifications Required Knowledge, Skill and Ability:** Interpersonal skills; basic oral and written communication skills; ability to think and act quickly in an emergency with judgment and discretion.

**Experience and Training:** Any experience or training which would provide the skills and abilities indicated above.

**SPECIAL REQUIREMENTS:**

Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license. Incumbents in this class may be required to obtain and maintain a Standard First Aid Certificate and/or CPR certification. Incumbents in this class may be required to perform dispatching and record keeping functions utilizing computers, computer software, public safety radio equipment, electronic alarm panels, digital camera monitoring systems and other telecommunications equipment as required.

**CHARACTER REQUIREMENT:**

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

**Physical Requirement:**

- 1) Incumbents in this class must be in general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class.
- 2) Applicants may be required to pass a physical examination.

**Working Conditions:**

Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty, and to some danger of injury in performing the duties of this class.

STATE JOB SPEC: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6417>

**Application Instructions:** Interested and qualified candidates who meet the above requirements should complete an Eastern Application as well as send a cover letter, resume, and three letters of reference to La Shawn McBride, Office of Human Resources, Gelsi & Young Hall, 83 Windham Street, Willimantic, CT 06226. To access the application click the following link: <http://www.easternct.edu/humanresources/Emapp.pdf>

**Individuals with reemployment/SEBAC rights must be given first preference for this position.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.